

# WORD PROCESSING (2005 – 2006)

**Units of Credit:** Semester (.50)

**CIP Code:** 520471

**Prerequisite:** Word Processing Basics or 25 GWAM

## COURSE DESCRIPTION

This course reviews and builds upon skills acquired in Word Processing Basics. As students create a variety of documents, increased efficiency, productivity, quality, and creativity will be evident through their use of basic and advanced software features. Instruction on proper keyboarding technique and recommended styles for business documents will coincide with their software training.

## CORE STANDARDS

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### **STANDARD 0000-01    Keyboarding**

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<b>OBJECTIVE</b> 0101	Students will use correct keyboarding technique to improve speed and accuracy. This includes the following:
	<ul style="list-style-type: none"><li>• eyes on copy or screen, not on keys</li><li>• fingers curved and oriented to home row</li><li>• correct fingers used for keystrokes</li><li>• key with smooth rhythm and quiet hands</li><li>• forearms parallel to slant of keyboard; wrists low but not resting on any surface</li><li>• proper sitting posture: body centered, feet provide balance, elbows naturally at sides</li></ul>

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### **STANDARD 0000-02    Basic Word Processing Elements**

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<b>OBJECTIVES</b> 0201	Identify standard default settings for margins, line spacing, alignment, and tabs.
0202	Adjust settings for alignment, line spacing, and indentation to format paragraphs.
0203	Use text wrapping (word-wrap) within paragraphs.
0204	Demonstrate ability to make corrections as indicated by proofreader's marks.
0205	Use writing tools for spelling, thesaurus, and grammar.
0206	Use cut, copy, and paste within a document.
0207	Apply changes to fonts, including face, style, size, and effects.
0208	Create tabulated text using left, right, center, decimal, and dot leader tabs.
0209	Apply bullets and numbering to lists.
0210	Apply numbers, headers/footers, and vertical centering to pages.

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### **STANDARD 0000-03    Advanced Word Processing Functions**

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<b>OBJECTIVES</b> 0301	Manage files by creating folders; cutting, copying, and pasting files; renaming files; searching for files; and deleting files.
0302	Change paper size and orientation.
0303	Find and replace text and codes in a document.
0304	Insert symbols and characters.
0305	Apply hyphenation and non-breaking spaces.
0306	Sort a list.
0307	Plan, record, and play a macro.

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<b>STANDARD</b> <b>0000-04</b>	<b>Advanced Word Processing Formatting</b>
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<b>OBJECTIVES</b>	
0401	Create labels.
0402	Format text in columns.
0403	Format and generate a table of contents and index.
0404	Create documents using templates such as calendars, fax cover sheets, and other business documents.
0405	Add page and paragraph borders in a document.

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<b>STANDARD</b> <b>0000-05</b>	<b>Advanced Tables</b>
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<b>OBJECTIVES</b>	
0401	Insert and delete columns and rows.
0402	Change line, border, and fill styles.
0403	Change cell, row, column, and table formatting.
0404	Calculate sums for rows and columns and enter formulas. (Use of spreadsheet program acceptable.)
0405	Perform a variety of sorts within tables.

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<b>STANDARD</b> <b>0000-06</b>	<b>Merge</b>
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<b>OBJECTIVES</b>	
0601	Create a data source to be used in a merge.
0602	Create a form/main document to be used in a merge.
0603	Perform a merge.
0604	Use merge commands to allow for user input from the keyboard during a merge.
0605	Sort and select records to be used in a merge.

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<b>STANDARD</b> <b>0000-07</b>	<b>Graphics</b>
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<b>OBJECTIVES</b>	
0701	Insert a graphics image into a document.
0702	Edit graphics by changing size, position, wrap, and border/fill.
0703	Use drawing tools including lines, shapes, WordArt (TextArt).
0704	Create a variety of charts.

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